



## DUTY STATEMENT

<b>Classification:</b> Accounting Technician (Limited Term: 12 Months)		<b>Position Number:</b> 161-1741-005
<b>Division/Office/Section:</b> AFITSD/Accounting/Accounts Payable		
<b>Location:</b> Sacramento	<b>Effective Date:</b>	
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Supervisor's Name:</b>		
<b>Collective Bargaining Identifier (CBID):</b> R 04		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

### POSITION DESCRIPTION:

Under the close supervision of the Accounting Administrator I, Supervisor (Accounts Payable Unit), the Accounting Technician will perform a variety of accounting tasks necessary to prepare CalSTARS batches for accounts payable entries and other entries as required. Also will assist in preparation of voucher entries into Fi\$cal for various accounts payable payments.

### ESSENTIAL FUNCTIONS

- 45% Perform the less difficult technical accounting work associated with the preparation of accounts payable entries and batches into CalSTARS.
- 45% Assist as needed in Voucher entries and postings in Fi\$cal which would include but not limited to reviewing invoices pursuant to established procedures and ensure all invoice payment requests are approved by authorized individuals. Verify basic computation. Work with program managers and liaisons to resolve discrepancies.

### MARGINAL FUNCTIONS

- 10% Assists with other team members' processing workloads whenever appropriate and practical. During year-end, vacations may not be authorized and overtime may be required.